



# SCHOOL *for the* Deaf & Blind

*giving kids the building blocks to independence*

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Great Falls, Montana 59405  
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[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT:** Montana School for the Deaf and the Blind

**DIVISION:** Residential

**DATE POSTED:** June 19, 2008

**JOB TITLE:** Cottage Life Attendant –Middle School Boys Cottage

**STARTING SALARY:** \$9.664 per hour

**LOCATION OF JOB:** Montana School for the Deaf and the Blind

**SUPPLEMENT REQUIRED:** No

**STATUS:** Full Time Permanent

**PAY GRADE:** 8

**POSITION NUMBER:** 51303522

**BARGAINING UNIT:** UFCW #8

**START DATE:** August 18, 2008

**CLOSING DATE:** July 18, 2008

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## **TYPICAL DUTIES:**

Provide after school and occasional morning wake-up of middle school age boys. Responsible for the whereabouts of the students during the employees shift. Assist in the cleaning of the area as well as the instruction of students in cleaning and maintaining age appropriate self-help care. Make sure that ill students are seen at health services department as childcare staff do not provide any medical care or maintain any medications for the students. Provide assistance and instruction in supervision of play activities on and off-campus. Work under the direct supervision of supervising counselor.

## **QUALIFICATIONS:**

Ability to communicate effectively orally, in writing and in sign language. Must be able to prepare and maintain clear and concise records and reports; follow explicit oral, written and signed instructions; act as a role model for students; enforce rules and regulations with fairness and consistency; and establish and maintain effective work relationships with those connected in the course of work.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Interest in and ability to learn sign language; good interpersonal communication skills. Thorough knowledge of working with youth in a residential setting; knowledge of proper personal hygiene and other self help skills; understanding the behavior, personality and growth of children of all ages; understanding the social/emotional needs of hearing impaired and visually impaired youth.

## **EDUCATION AND EXPERIENCE:**

Must have a high school diploma or equivalency. During the probationary period, Cottage Life Attendant I must successfully complete Advanced Training Course for Residential Child Care Workers course to advance to CLA II. This program has been developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Must possess a current Montana driver's license and pass background check with law enforcement.

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**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an “Applicant Release Form” must be completed and signed as part of the application.

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**EQUAL EMPLOYMENT OPPORTUNITY** — It is the policy of the State of Montana that state government is an equal employment opportunity employer; does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs; and implements and maintains an effective equal employment opportunity program.

**APPLICATION AND SELECTION PROCESS** — The process used to evaluate an applicants qualifications may include an evaluation of the State of Montana Employment Application and supplemental responses if required, a performance test or work sample, a structured interview and reference or background checks. Applicants will be notified when screening has been completed.

**BENEFITS** — State employees working at least half-time are also provided paid health, dental, vision, and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees’ retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth or adoption) leave and for immediate family illness care.

**REASONABLE ACCOMMODATIONS** — Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If an accommodation is needed to participate in any selection process, make arrangements well in advance of the process. A description of the selection process and the essential job duties is included in the vacancy announcement. TTY users may call the department TTY number if available or use the relay service by dialing 711.

**EMPLOYMENT PREFERENCE** - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov!statejobs/statejobs.asp> . You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

**IMMIGRATION REFORM AND CONTROL ACT** — In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver’s license or other picture ID., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

**MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT** — In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service

Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a mans failure to register with Selective Service was not done knowingly or willfully.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/05). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

**APPLICATION DEADLINE:** Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind by **July 18, 2008.**

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.